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|---------|----------------------------------------------------------|-------|
| PART II | DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT                | 2.457 |
|         | STATE OF HAWAII                                          | 2.458 |
| .....   |                                                          | 2.459 |
|         |                                                          | 2.460 |
|         | Minimum Qualification Specifications<br>for the Classes: | 2.461 |

### RETIREMENT CLAIMS EXAMINER I, II, III, IV, V

#### **Basic Education/Experience Requirements:**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

#### **Experience Requirements:**

Applicants must have had the type of experience of the kind and quality described below, and in the amounts shown in the following table or any equivalent combination of training and experience:

| Class Title                    | Specialized<br>Experience<br>(years) | Supervisory<br>Experience<br>(years) | Total<br>Experience<br>(years) |
|--------------------------------|--------------------------------------|--------------------------------------|--------------------------------|
| Retirement Claims Examiner I   | 0                                    | 0                                    | 0                              |
| Retirement Claims Examiner II  | 1/2                                  | 0                                    | 1/2                            |
| Retirement Claims Examiner III | 1-1/2                                | 0                                    | 1-1/2                          |
| Retirement Claims Examiner IV  | 2-1/2*                               | 0                                    | 2-1/2                          |
| Retirement Claims Examiner V   | 3-1/2*                               | **                                   | 3-1/2                          |

**Specialized Experience:** Progressively responsible professional experience in the analysis, verification, clarification, examination, investigation, adjudication, and/or authorization of claims for payment of benefits to individuals in accordance with appropriate regulations and laws. Such experience must have: 1) demonstrated the

ability to gather and evaluate pertinent facts and evidence, and to apply and interpret laws, rules, regulations and precedents; and 2) provided knowledge of claims analysis and adjudication, the principles and eligibility provisions and general legal provisions governing the adjudication of claims for payment of benefits. Such experience may have been gained through employment in one or a combination of the following areas: 1) retirement, old-age insurance, survivor benefits or pension programs administered by private companies or governmental agencies; 2) worker's compensation; disability and/or death compensation; disability insurance, retirement, or pension programs administered by private companies or governmental agencies; or 3) unemployment insurance benefit programs.

\*For the classes Retirement Claims Examiner IV and V, at least one year of the required experience must have been at the independent worker level and involved moderately difficult adjudications or substantive determinations requiring a broad working knowledge of the various benefits claims processes.

**\*\*Supervisory Aptitude:** Applicants for Retirement Claims Examiner V must possess Supervisory Aptitude. Supervisory Aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

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Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

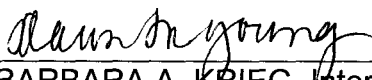
**Physical and Medical Requirements:**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes RETIREMENT CLAIMS EXAMINER I, II, III, IV, and V, which were approved on May 7, 1985.

DATE APPROVED: 1/17/2012

  
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Department of Human Resources Development